



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: STAFF SERVICES ANALYST (GENERAL)

SALARY RANGE	Salary Ranges A: \$2,873 - \$3,600 per month B: \$3,111 - \$3,895 per month C: \$3,371 - \$4,671 per month <i>*Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE	Permanent/Full-Time
PROGRAM/DEPARTMENT	Human Resources (RPA Coordinator)
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has an immediate opening for a Staff Services Analyst (General). This position exists in the Human Resources Department and serves as the Request for Personnel Action Coordinator (RPA Coordinator). Under general supervision, the RPA Coordinator is responsible for tracking all Requests for Personnel Action by analyzing hiring documentation to ensure that the necessary paperwork, which comprises a complete hiring package are included and that all of the proper procedures have been followed during each phase. The RPA Coordinator researches, gathers, and analyzes information for correct completion of the hiring process. The hiring process includes checking for employment references, fingerprint clearances, pre-employment physical clearances, and confirmation that the RPA request is signed by the appropriate managers and conforms to the vacancy announcement as advertised to the general public. The incumbent is responsible for the creation as subsequent maintenance of several databases and tracking documents to monitor the progress of candidates including new hires, promotional movement within the Department, and lateral program moves as well. The RPA Coordinator tracks and maintains all aspects of the fingerprint process inclusive of scheduling appointments for fingerprints, tracking fingerprint results, notifying candidates of their results, and maintaining related tracking documents. The RPA Coordinator communicates with candidates via written correspondence and via telephone regarding where they are in the hiring process, if additional information or clarification is needed, and during times when an applicant may express disinterest or decline acceptance of a position.

WHO MAY APPLY:

******ATTENTION: ALL APPLICANTS MUST SUBMIT A COPY OF APPROPRIATE BACHELOR'S DEGREE OR TRANSCRIPTS******

Applicants must possess Civil Service Eligibility and meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status on the title section of the Employment Application (STD. 678). For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD. 678 may be obtained by visiting Human Resources at Sonoma Developmental Center, state agency human resources offices, or downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances. Applications will be screened and only the most qualified will be scheduled for a selection interview.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Porter Administration Building (PAB)
Human Resources Examination Unit – Room 124
P.O. Box 1493 (Please use P.O. Box when mailing applications.)
15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6439 Contact Gwen Vales for questions specific to duties of the position. Civil Service Eligibility will be determined by the examination analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.